

**Alabama Board of Social Work Examiners
PO Box 301620
Montgomery AL 36130-1620
Tele: 334/242-5860
Fax: 334/242-0280**

CE Approval Requirements

Must be submitted prior to the program taken place, request received after the programs cannot be considered. A request must be made in writing, it may be faxed (if not more than 10 pages), or mailed.

With the request letter send the following items:

- 1. The agenda showing the time with the topics.
(including any breaks or lunch)**
- 2. The objectives for the program.**
- 3. A brief bio of the presenter(s)**
- 4. The following information on the program: Location,
Time, Date and Contact Information (for registration)**

The board appreciates at least 2 weeks advanced notice for CE request. However we do *try* to work with people if this advance notice is not provided, it must be however prior to the program and not on the day of the program.